



## Department of Public Safety and Correctional Services

### Office of the Secretary

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February 2, 2009

## PRE-BID CONFERENCE SUMMARY

**Solicitation: DPSCS Q0009021**

### SUBSTANCE ABUSE TREATMENT SERVICES

**Date held: Monday, January 26, 2009**

#### State representatives:

#### *Maryland Department of Public Safety and Correctional Services*

Richard Rosenblatt, Assistant Secretary, Treatment Services  
Sandi Davis, Acting Director, Substance Abuse Treatment Services  
Thomas Martin, Program Manager, Treatment Services  
Dennis Smith, MBE Director  
BJ Said-Pompey, Director of Procurement Services  
Bobby L. Johnson, Assistant Director of Procurement Services

#### *Attendees:*

Dr. Robin Toler, Robin Toler M.D.  
Ken Martz, Gaudenzia, Inc.  
Bou Brenton, The Tuerk House  
Antonio Valdez, The Tuerk House  
Marian Sanchez, Counseling Plus  
Eugenio Cid, Counseling Plus, Inc.  
Melissa Weglarz, Community Education Centers  
Lawrence Branch, Interdynamics, Inc.  
Lewis Smith, Progressive Life Center, Inc.  
Aaron Copeland, Align Staffing

DIVISION OF CORRECTION

DIVISION OF PAROLE AND  
PROBATION

DIVISION OF PRETRIAL  
DETENTION AND SERVICES

PATUXENT INSTITUTION

MARYLAND COMMISSION ON  
CORRECTIONAL STANDARDS

CORRECTIONAL TRAINING  
COMMISSION

POLICE TRAINING  
COMMISSION

MARYLAND PAROLE  
COMMISSION

CRIMINAL INJURIES  
COMPENSATION BOARD

EMERGENCY NUMBER  
SYSTEMS BOARD

SUNDRY CLAIMS BOARD

INMATE GRIEVANCE OFFICE

Ms. BJ Said-Pompey, Procurement Officer convened the meeting at 10:10 AM. She welcomed everyone to the pre-proposal conference and all State employees and vendors introduced themselves and identified what company they worked for.

Mr. Bobby Johnson, Procurement Officer began going over Section 1.1. Mr. Dennis Smith, MBE Director went over Section 1.19, MBE Compliance. Ms. Said-Pompey, Procurement Officer walked through on how to fill out the attach MBE forms. Mr. Bobby Johnson, Procurement Officer went over Sections 1.4 thru 1.9, Sections 1.23, 1.24, 1.29, 1.30 and 1.31. Ms. Sandi Davis, Acting Director, Substance Abuse Treatment Services reviewed Section 2 (Scope of Work). Mr. Bobby Johnson went over Section 3 of the RFP. He also reviewed the Bid/Proposal Affidavit and the Contract Affidavit.

Meeting adjourned at 11:50 AM

### **Procurement Objectives**

- All attendees were notified to submit questions that were unable to be answered at the conference. Questions and responses will be sent to all parties known to have received a copy of the RFP. The questions and responses will be available on eMarylandMarketplace and the DPSCS website.
- The official Procurement Officer is BJ Said-Pompey. Only answers received from the Procurement Officer in writing are considered the official position of the Agency.
- Vendors are submitting proposals only on the written specifications contained in the solicitation and any written addenda issued by the Procurement Officer.

### **Contract Key Dates**

- 02/05/08 – written questions will be received prior to 2:00 p.m. to be considered.
- 02/16/09 –Proposals must be received prior to on or before 2:00PM., local time at:

BJ Said-Pompey, Procurement Director  
300 East Joppa Road, Suite 1000  
Towson, MD 21286

### **Questions and Responses**

Question #1: Approximately how many assessments might the vendor have to complete on their own?

Response: *Per COMAR 10.47.01.04 B. Assessment:(1) A program shall prepare a comprehensive assessment for each patient, unless the patient is being readmitted to the same program or admitted to a different program within 30 days of the patient's last discharge, or has received an assessment by a licensed or certified clinician or program within 30 days, in which case the program may update the prior assessment.*

*ADAA has allowed the correctional programs to "review and update" in red ink on any existing ASI that has been completed within the inmate's incarceration, because theoretically nothing drastic has changed while an inmate is incarcerated. This is true even of those inmates who may have had their assessment completed longer than 30 days prior to admission.*

*The new assessment RFP will require the vendor to submit all ASI's completed electronically through SMART which will ensure delivery of the assessment from the assessment vendor to case management to the treatment vendor.*

Question #2: Can we have the current contract staffing pattern?

Response: *This RFP does not dictate staffing patterns and therefore it is at the discretion of the vendor to create a staffing plan that is consistent with COMAR staffing & supervision ratios.*

Question #3: Can we please have a copy of the current inmate and ODR menus?

Response: *The ODR menu can be obtained by contacting the DPSCS Procurement Office. The current Master Menus are not available for distribution to potential vendors. The ability to develop menus that meet the requirements stated in the RFP will be reviewed during the evaluation process. DPSCS expectations for these menus include sufficient variety, meet the Recommended Daily Allowances (RDA) for nutritional content and limit food service complaints of this generally local Baltimore population.*

Question #4: Could we supply the current capacity of each program?

<u>Program</u>	<u>Current</u>	<u>New RFP Capacity</u>
MCTC	75	85
MCIW	60	75
Patuxent ROTC	140	100
CLF RSAT	256	256
MTC	75 (through BSAS)	90

Questions #5: Can we supply the inmate's security classification?

Response: *The Department does not employ specific criteria in order for an inmate to meet a specific security classification; rather the Department completes a risk analysis of the inmate to determine the inmate's least restrictive security level consistent with their needs, public safety, and the safe and orderly operation of the Division of Correction facilities.*

*The risk analysis is based on the following factors: current offense; time to serve; pending charges/warrants; prior incarcerations; history of escape; and age. Please note that with the exception of the Maryland Correction Institution for Women and the Patuxent Institution, none of the modified therapeutic communities (TC) are*

*housed in a maximum security institution. In addition, regardless of location, no maximum security inmates are eligible to participate in any TC.*

Question #6: Can we supply past contract amounts for each program?

Response: *MCTC - \$576,864*

*CLF RSAT - \$2,258,232*

*Patuxent ROTC - \$1,134,408*

*MCIW - \$494,448*

Question #7: Is the offeror to maintain a drug testing contract for the CLF RSAT?

Response: *The contractor is to include an appropriate schedule for drug testing. This schedule is to be randomized but allow for an approximate frequency for urine testing of 1 time per month*

Question #8: Can we supply a list of current inventory for each location?

Response:	<u><i>MTC</i></u>	<u><i>Patuxent</i></u>	<u><i>MCIW</i></u>
	<i>Room 407</i>	<i>2- Book Cases</i>	<i>2- Desk</i>
	<i>• 1- Phone</i>	<i>9- Brown Desk</i>	<i>4- Wooden Top Card Tables</i>
	<i>• 1- Dell Monitor</i>	<i>1- Table</i>	<i>1- Wooden Round Table</i>
	<i>• 1- Dell CPU</i>	<i>6- Computers</i>	<i>4- Black Poker Tables</i>
	<i>Room 408</i>	<i>1- Fax Machine</i>	<i>1- Book Shelf</i>
	<i>• 1- Phone</i>	<i>1- Copy Machine</i>	
	<i>• 1- Dell Monitor</i>	<i>10- Trash Cans</i>	
	<i>• 1- Dell CPU</i>	<i>7- File Cabinets</i>	
	<i>Room 409</i>	<i>4- Bulletin Boards</i>	
	<i>• 1- Phone</i>	<i>1- HP Laser Jet 1320 Printer</i>	
	<i>• 1- Dell Monitor</i>		
	<i>• 1- Dell CPU</i>		
	<i>Room 410</i>		
	<i>• 1- Phone</i>		
	<i>• 1- Dell Monitor</i>		
	<i>• 1- Dell CPU</i>		
	<i>Room 411</i>		
	<i>• 1- Phone</i>		
	<i>• 1- Dell Monitor</i>		
	<i>• 1- Dell CPU</i>		

## **MCTC**

*Small Group Room*  
1- Room Divider  
2- Tables  
2- Wall Shelves

*Recreation Hall -*  
2- Microwaves  
1- Hot Water Pot  
1- T.V.  
7- Tables  
6- Chairs  
2- Bulletin Boards  
1- Large Wall Fan

*Office #1 -*  
1- Microwave  
1- Air Conditioner  
1- Trash Can  
1- Fan

*Office #2 -*  
1- T.V.  
2- Standing Tables  
3- Desk Dividers  
5- Fans  
1- Air Conditioner  
1- Large Wall Fan  
1- Stackable Mailbox  
1- Coat Rack  
7- Plastic Chairs

## **CLF RSAT**

*Closet –*  
1- Cisco System Catalyst 3500  
1- Back UPS Box

*Foyer -*  
1 – Metal/Wood Top Desk

*Restroom #2 -*  
1- Metal Storage Cabinet

*Management Office #1 -*  
1- Dell Computer

*Office #2 -*  
2- Dell Monitor  
1- Dell Computer  
2- Shelf Wood Book Case

*Cubicle Hallway -*  
3- Green Cloth Metal Room Dividers

*Cubicle #3 -*  
1- Dell Monitor  
1- Computer

*Cubicle #4 -*  
1- Dell Computer

*Cubicle- #5 –*  
1- Dell Computer  
1- Dell Monitor

*Office #3 -*  
1- Green Cloth Metal Room Divider

*Hallway #2 -*  
1- IBM Monitor  
2- Dell Monitors  
1 – HP Monitor  
1- Dell Computer

*These items are all state property and will remain the property of the state at the close of the contract. The vendor is responsible for providing any additional supplies, furniture, etc, as listed in the RFP that would be needed to provide the services listed in the RFP*